

REPORT OF THE SERVICE COMMITTEE
TO THE LEGISLATIVE COUNCIL

December 3, 1986

The Service Committee met jointly with the Comparable Worth Staff Committee on December 3, 1986. It then met by itself and makes the following report for approval by the Legislative Council:

1. The establishment of an overtime policy determining which positions receive compensatory time for overtime accrued and which positions receive an option of overtime pay at a time and one-half rate or compensatory time at time and one-half for overtime accrued should be at the discretion of the governing authorities or directors of the various legislative agencies.

2. Those employees earning compensatory time for overtime accrued should earn compensatory time on an hour for hour basis, computed each pay period, and be used within a year after accrual. Compensatory time is accrued only after the accumulation of forty hours of overtime and is limited to an accrual of one hundred twenty hours.

3. The professional-managerial pay matrix of the executive branch should be used as the pay matrix for the legislative branch, with an extension for the lowest grades.

4. The proposed budgets of the Computer Support Bureau, the Legislative Fiscal Bureau, the Legislative Service Bureau, and the Iowa Code Office, for the fiscal year beginning July 1, 1987 be approved as submitted by the directors of these agencies pursuant to section 2.12 of the Code of Iowa. The figures do not include the costs of the cost of living increase or comparable worth adjustments.

5. That the Director of the Legislative Service Bureau should receive the cost of living adjustment effective January 1, 1987.

6. That the Director of the Legislative Fiscal Bureau should receive the cost of living adjustment effective January 1, 1987 plus an amount sufficient to equalize the salary of the Legislative Service Bureau director and the salary of the Legislative Fiscal Bureau director.

7. That the Director of the Computer Support Bureau should receive the cost of living adjustment effective January 1, 1987 plus \$2,000.

8. That the Director of the Citizens' Aide Office should receive the cost of living adjustment effective January 1, 1987 plus \$2,000.

9. Mr. James Peterson be employed by the Office of Citizens' Aide as an Assistant I Citizens' Aide Ombudsman at pay grade 24, step 1.

10. That approval be given for Mr. Randy Meline to be reimbursed \$232.70 from moneys appropriated to the Office of Citizens' Aide for reimbursement for the costs of coordinating a painting seminar conducted at the Iowa Men's Reformatory.

11. That Mr. Daniel Winegarden be employed by the Legislative Service Bureau as a Legal Counsel I at pay grade 29, step 2. The additional step is recommended because of Mr. Winegarden's previous employment with a law firm.

12. That Mr. Douglas Adkisson be employed by the Legislative Service Bureau as a Legal Counsel I at pay grade 29, step 1.

13. That the Director of the Legislative Service Bureau be authorized to employ the best candidate to fill the vacancy in a research analyst position in the Legislative Service Bureau whether that candidate is an attorney or a nonattorney. If the individual employed is an attorney, then the table of organization authorized positions for the Legislative Service Bureau should be changed to reflect the employment of a legal counsel rather than a research analyst.

14. That the Director of the Legislative Service Bureau be authorized to employ two part-time proofreaders for the legislative session as was done during the 1986 session in addition to the chief proofreader and 3 full-time session only proofreaders.

15. That the Director of the Legislative Service Bureau be authorized to employ a temporary replacement for a tour guide who will be on maternity leave.

16. That the Director of the Legislative Service Bureau and the Deputy Code Editor be authorized to employ temporary proofreaders as needed in the Iowa Code Office since several proofreaders are also legislative secretaries and must leave the Iowa Code Office during the legislative session.

17. That the Legislative Fiscal Bureau determine the annual communications costs for the legislative branch of government and investigate whether an alternative method of providing communications might be less expensive than using the communications services provided by the Department of General Services.

In addition, the following information was received and filed by the Service Committee:

1. Ms. Susan Voss, Legal Analyst for the Office of Citizens' Aide will be teaching a class at the Des Moines Area Community College but will not handle

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any complaints relating to merged area schools in compliance with section 601G.7 concerning other employment for remuneration by a member of the Office of Citizens' Aide staff.

2. The Legislative Fiscal Bureau will be hiring a page for the 1987 legislative session.

3. The Director of the Legislative Service Bureau has begun the selection process for filling vacancies in the positions of Director of the Public Information Office and Legislative Text Processor.

4. The Legislative Service Bureau will be filling the following vacancies in temporary session positions: chief proofreader, 3 full-time proofreaders, 2 part-time proofreaders, 2 bill clerks, a public information assistant, and a page.

5. Initial six-month probationary reviews will be conducted for the Code Indexer, Assistant Rules Indexer, Administrative Code Assistant, and Administrative Assistant in the Iowa Code Office and Word Processor in the Legislative Service Bureau and one-step merit increases may be granted on the basis of those evaluations.

6. A six-month probationary review was completed for Mr. Randy Meline, Assistant II Citizens' Aide/Ombudsman and a merit step increase will be granted.

7: Informal consultations will be made with the members of the Service Committee and agency heads and a written draft of personnel policies based upon past rules and guidelines and rules of the Merit System will be put together for review by the Service Committee at a future meeting.

Respectfully submitted,

JOHN H. CONNORS
Chairman

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